Procurement Card Violation Warning Form

This form is <u>required</u> for any transaction where a violation has occurred. Note: Violations could result in revocation of the procurement card.

Information

Cardholder:		Departme	ent:	
Approving Official:		Today's Date:		
Transaction Reference #:		Transacti	Transaction Date:	
Merchant Name:		Amount:		
Approving C	e procurement card. Mark the Handbook for details on recogni	nformation from the appropriate cate	e transaction. e Cardholder as to why the purchase was gory below. See Approving Official or	
	Personal purchase			
Cash transaction				
	Transaction over \$5000			
	Split Purchase			
	Inappropriate purchase:	Condhaldan baa baa	a anantad an avantian fan afficial	
	functions)	ardnoider has bee	n granted an exception for official	
	Travel & travel related expe	ngag		
	Motor vehicle expenses unle		a Program Administrator	
	1099 Re-occurring reportab		e Frogram Administrator	
	Other (describe):			
	Lack of Documentation - T	he Documentation	of Lost or Unavailable Transaction	
		orm must be completed and attached.		
	Unallowable purchase unde			
			le on an agency credit card and provide ion. Attach additional sheet if necessary.	
procurement I further ack permitted to my User Har	card policies and that repeated nowledge that I have been wa make purchases that are in cor	violations could rearned through the appliance with procu	above transaction is in violation of the sult in revocation of my procurement card. use of this form. I understand that I am arement card policies and agree to refer to am Administrator if I am unsure about the	
		ure	Printed Name	

The above transaction is a violation of the procurement card policies. The Cardholder has been warned through the use of this form. The card will not be revoked at this time. **Actions** – 1) Obtain the Cardholder's signature on this form. 2) Send the original of this completed form to the agency's Program Administrator along with the documentation for the above transaction. 3) Keep a copy of this form with the Cardholder's statement and/or in a separate "violations file" in the department. 4) Provide a copy of this form to the Cardholder. 5) Request that the Program Administrator send a copy of this form to the State Controller's Office. The above transaction is in violation of procurement card policies and the credit card is being revoked. **Actions** − 1) Notify the Cardholder in writing that their card is being revoked. 2) Retrieve the card, destroy it, and request immediate cancellation of the card. 3) Notify the Program Administrator that the card has been revoked. 4) Contact the Liaison or Program Administrator to determine if there are additional reporting requirements to maintain coverage under the Master Coverage Liability Protection Program 5) Request that the Program Administrator provide written notification to the State Controller's Office of this incident. **Approving Official Signature Printed Name** Date

Mark appropriate category and take the actions listed.

Instructions: Procurement Card Violation Warning Form

This form is required for any procurement card transaction where a violation has occurred. Repeated violations could result in revocation of the card.

The Approving Official should follow the instructions below after a determination has been made that a transaction is a procurement card violation.

Approving Official Instructions:

- 1. Obtain an explanation from the Cardholder as to why this purchase was made on the credit card and what action has been taken to correct the situation.
- 2. Review the Cardholder's violation history to determine if the Cardholder has repeatedly had procurement card violations. This history will be a factor in the decision to warn the Cardholder or to revoke the credit card.
- 3. Evaluate previous card violations for:
 - Split purchases.
 - Inappropriate purchases.
 - Lack of documentation that was determined to be a card violation.
 - Personal purchase that was immediately reported and reimbursed or credited by the merchant.

The Approving Official will investigate the number and nature of the Cardholder's violations and their impact on the agency. The determination needs to be made in consultation with the Liaison and/or Program Administrator and the Cardholder's supervisor.

- No revocation of the procurement card will occur at this time. If the Cardholder history indicates that the Cardholder does <u>not</u> routinely have violations of any type, the Approving Official may determine that the card will not be revoked at this time
- Revocation of the procurement card. If the Cardholder's history indicates that the Cardholder has a history of violations of any type, the Approving Official may determine that the card should be revoked.

If the violation involves any of the following, the Approving Official should review guidelines established for various program violations, if applicable.

- Personal purchase that was not immediately reported and corrected
- Cash or cash type transaction
- Lack of documentation that was determined to be a card violation and may involve fiscal misconduct
- 4. Obtain the Cardholder signature in the Cardholder Certification signature section.
- 5. Notify the Cardholder's supervisor of the decision to revoke the card.
- 6. Indicate the appropriate determination in the APPROVING OFFICIAL DETERMINATION and CERTIFICATION section on the front of this form.
- 7. The Approving Official needs to document the specific reasons for revoking card privileges.
- 8. Notify the Program Administrator.
- 9. Request that the Program Administrator provide written notification to the State Controller's Office of these circumstances and action(s) taken.